

# INVITATION TO THE SECOND ANNUAL EAST COAST RE MANAGEMENT & DISPOSAL WORKSHOP

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## FOCUS TOPIC/ THEME

Day 1 – “*Lean 6 Sigma – Compliance Inspections*”

Day 2 – Other M&D Current Topic Presentations

Day 3 am – Hot HQ Initiatives and Closeout

(Currently known other topics include: Adm Fee Collection PDT, Hot HQ Topics/Initiatives, AF PDT report, BRAC, Recreation Outgrant Policy, Capital Lease, Reserves Exchange Lessons Learned, etc)

*Final agenda will be sent prior to workshop date.*

***Need volunteers for additional topic presentations by Districts in line with focus topic theme or other M&D topics to share.***

(Limit of 30 Minutes each + 15 minutes for Q&As) --- District presentations worked well at previous workshops, so we are continuing a good thing).

***Get your thinking caps on and volunteer.***

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## Starts

Date: 6 Dec 06 Time: 0800

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## Ends

• Date: 8 Dec 06 Time: 1200

• All MSC M&D Chiefs or HQ Reps: 8 Dec 06 at 1300 to assign tasks

• Make your travel arrangements accordingly

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## Where?

Hyatt Regency Savannah <http://www.savannah-online.com/hyatt>

2 East Bay Street

Savannah, GA

Telephone: 912-238-1234 or 800-233-1234

(Located on the river walk)

Check In: 3 pm Check Out: 12 noon

Classroom: ????

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## Who Should Attend?

Highly recommended for employees, team leaders, managers and advisors of RE Management & Disposal programs (both civil and military) at LRD, NAD, MVD and SAD Districts; all 8 MSCs and at USACE HQ.

***\*\*\*\*Send names of attendees via email to Nickie Perry, CESAD-PDS-R by October 31, 2006. Also identify volunteer presenter names and their topic. Send to [Nickie.A.Perry@usace.army.mil](mailto:Nickie.A.Perry@usace.army.mil)\*\*\*\****

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## **Sleeping rooms and Hotel info**

- A block of sleeping rooms has been set-aside at the above hotel for attendees for arrival on **5 December 2006.**
  - The hotel will release any room that is not reserved **by 17 Nov 06.**
  - Each person must contact the hotel to make his/her own reservations and **inform the hotel that you will be attending the above Corps workshop.**
  - You must provide a credit card number or first night's room deposit for room reservation.
  - Room rate: **\$95** for single room. Tax exempt forms will be taken care of. Rooms include iron/board, coffee maker etc.
  - Parking \$15 per day (valet parking only at hotel).
  - **REGISTRATION FEE:** Approximately \$75.00, payable **by cash or personal check** is required at the beginning of the workshop. A receipt will be furnished to claim on your travel voucher for reimbursement. The fee covers the meeting room and light refreshments during the morning and afternoon breaks.
  - **Light Refreshments:** Morning: Chilled juices, seasonal tropical fresh fruit and berries, selection of breakfast bakeries, assorted bagels with cream cheese, coffee (regular & decaf) and tea. Afternoon: Fresh baked cookies and assorted soft drinks.
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## **Transportation**

Taxi at airport. Typically around \$25 each way for one passenger, add \$5 for additional passengers.  
Hotel is 20 minutes from Savannah International Airport. See website for map & directions.

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## **Bring to workshop**

- Return luggage space for any workshop handouts.
- Energetic learning and sharing attitude.
- Attend and participate in all sessions.

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## **Additional information**

Contact Workshop Co-Hosts: John Segrest @ 601-634-5859, Bert Edwardo @ 513-684-2224, Rob Marshall @ 410-691-5014 or Nickie Perry @ 404-562-5143